



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **SENIOR INSURANCE EXAMINER (SUPERVISOR)**

**\$5,607 - \$7,103**

**FINANCIAL SURVEILLANCE BRANCH**

**FINANCIAL ANALYSIS DIVISION**

**LOS ANGELES**

### **RESPONSIBILITIES:**

Under general direction of the Bureau Chief, the incumbent plans, manages, organizes and reviews the work of staff engaged in the surveillance of licensed insurers, other entities subject to Department oversight, and the financial analysis of applications requiring the Commissioner's permit, approval or certification to ascertain financial stability, solvency and compliance with the California Insurance Code, Department rules, regulations and the standard operating procedures of the Financial Analysis Division. Performs administrative duties and provides staff training.

### **DESIRABLE QUALIFICATIONS:**

- Experience in analyzing financial situations accurately and adopting an effective course of action.
- Experience in working with and possess knowledge of the California Insurance Code, Bulletins, Title 10 of the California Code of Regulations and Statutory Accounting Practices and Procedures.
- Experience in analyzing and evaluating statutory financial statements.
- Experience in the use of computer application programs such as Excel, Word and EWS (Early Warning System).
- Designation as a Certified Financial Examiner (CFE), Charter Property and Casualty Underwriter (CPCU), Associate in Reinsurance (Are), Associate in Reinsurance Administration (ARA) or Fellow Life Management Institute (FLMI) is preferred.
- Experience in supervision of accounting or auditing staff.
- Possess excellent interpersonal, problem solving, verbal and written communication skills.
- Ability to work under pressure and handle multiple tasks efficiently and in a timely manner.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Senior Insurance Examiner (Supervisor) level, those within transfer range, or individuals who have list eligibility. All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and must be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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Statement of Qualifications will not be considered.

### **APPLICATION PROCEDURE:**

Send a completed standard State of California application and a "Statement of Qualifications" to Nicole Terrell, Department of Insurance, 300 Capitol Mall, #1300, Sacramento, CA 95814 – Human Resources. **Please indicate "Senior Insurance Examiner (Supervisor) #413-364-4411-xxx" on the State application.** For additional information, please call (916) 492-3316.

All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply.

***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**FINAL FILING DATE:** April 22, 2013 by 5:00 PM, close of business

**NOTE:** Interested individuals must submit their application by the final filing date in order to be considered for this position. Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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